

**MASSACHUSETTS EARLY INTERVENTION FOCUSED MONITORING**  
Pre-Onsite Visit Data Collection  
Transition Indicator

**Example Site Visit Scheduled for March 2006**

<i>INFORMATION</i>	<i>TIMEFRAME</i>	<i>SOURCE</i>
Number of children and their EIIS numbers discharged- broken down by under age three and at age three and by where kids have been referred	August 2005-January 2006	EIIS/Jean Shimer
Waiver information- how many requested, how many approved/denied, how many for services on or after 3 <sup>rd</sup> birthday, how many for transition visit post 30 days	August 2005-January 2006	Off Site Team Facilitator
For children at age three transitioning to LEA: Number of children and their EIIS numbers, how many other referrals made, and to where	August 2005-January 2006	EIIS/Jean Shimer
For children transitioning under age three: Reason for discharge, number of referrals made, and to where	August 2005-January 2006	EIIS/Jean Shimer
Corrective action plans and responses relative to transition	Most recent monitoring report	Off Site Team Facilitator
Annual Report/Self-Assessment	Most recent	Off Site Team Facilitator
Formal and informal complaint data relative to transition	March 2005-February 2006	Office of Procedural Safeguards/Mary Dennehy-Colorusso
Transition policy and procedures and protocols	Most current	EIP
?	August 2005-January 2006	Service Delivery Report/Steve McCourt
How many children started LEA services on or before 3 <sup>rd</sup> birthday?	August 2005-January 2006	Part B/DEEC Data grant?
Copies of any generic letters: LEA referral,	Most current	EIP

transition planning conference invitation, etc.		
Copies of local transition Interagency Agreements	Most current	EIP
Name and credentials and contact information of EI Transition Coordinator, if applicable	Most current	EIP
Copies of transition questions and responses on family survey by DPH	Most current	PLP
Copies of any transition questions and responses on survey by agency/program	Most current	EIP
Titles, dates, trainers, participants, and handouts from transition workshops, inservices, trainings	March 2005-February 2006	EIP
Name and date of hire of staff not yet attended Building a Community-I	Most current	EIP
Name and date of hire of staff not yet attended Building a Community-II	Most current	EIP
Copies of any transition resources handed to all parents	Most current	EIP
Names and contact information for all post EI referral sources/community resources	Most current	EIP
Copies of flyers to transition nights/brunches, etc.	March 2005-February 2006	EIP
Schedule and information of non-identifying information sent to LEA	Most current	EIP
Number of IEP meetings held before child's third birthday	August 2005-January 2006	EIP
Written plan regarding outreach for family participation in focused monitoring session.	Current	EIP